



State of Tennessee Department of Children's Services

## **Administrative Policies and Procedures: 27.15**

**Subject: Youth Supervision and Movement in DCS Group Homes**

**Supersedes: DCS 27.15, 07/01/98**

**Local Policy: No**

**Local Procedures: No**

**Training Required: No**

**Applicable Practice Model Standard(s): Yes**

**Approved by:**

A handwritten signature in cursive script, reading "Linda P. Miller".

**Effective date: 07/01/98**

**Revision date: 04/01/05**

### **Application**

To All Department of Children's Services Group Home Employees and Youth

**Authority:** TCA 37-5-106

### **Policy**

Each DCS group home shall provide appropriate monitoring of the movement of resident youth in or out of the facility.

### **Procedures**

#### **A. Work/school attendance**

##### **1. Count**

A head count will be taken each morning listing each youth by name and listing the total number in the permanent log.

##### **2. School/work sheets**

Each DCS group home with youth attending school or working off the premises will utilize daily or weekly school/work sheets, which will note attendance/absence.

##### **3. Record of absences**

Staff must note in the permanent log variations from the regular schedule, e.g., illness, appointments, authorized

absences, or AWOLs.

**B. Unescorted activities**

Youth who leave for activities outside of the facility unescorted by staff must sign in or out of the facility on the youth movement log.

**C. Pass documentation**

**1. Documents before leaving**

The case manager must ensure that youth who leave the facility on pass must carry documentation stating:

- a) The youth's name;
- b) Time out of the facility;
- c) Name and address where youth will be residing; and
- d) Date and time of required return.

**2. Documentation of return**

When the youth returns, staff must note return time on the youth's documentation and place it in the youth's case file.

**D. Twenty-four (24) hour supervision**

- 1. The supervisor must ensure that at least one (1) staff member is readily available and responsive to youth needs twenty-four (24) hours a day and that youth are not left unattended in the facility without staff supervision.
- 2. The supervisor will ensure that the staffing pattern concentrates staff when most youth are in the facility.

**Forms**

None

**Standards**

ACA 3-JCRF-3A-03

ACA 3-JCRF-3A-04

ACA 3-JCRF-3A-09

DCS Practice Model Standard – 8-306